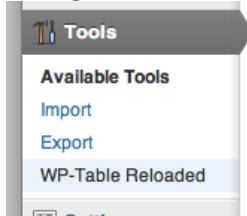


Creating a table for annotations

Digital Folk Music History – Spring 2012

To add a table of annotations to your post:

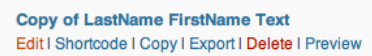
1. Navigate to Tools > WP-Table Reloaded on the Dashboard menu



2. Copy the table template (table #1)
 - a. Hover your mouse over the first table, “LastName FirstName Table”
6 links should appear under the title of the table
 - b. Click “Copy”



- c. Click “OK” if/when it asks if you want to copy the table
3. At the bottom of the list you should now see a table named “Copy of LastName FirstName Text”
 - a. Hover your mouse over the new table
 - b. Click “Edit”



4. Rename the table with the following convention:
 - a. Replace “LastName” and “FirstName” with your names
 - b. Replace “Text” with the type of annotations you are making; such as PDF, Timeline, Video, Image, etc.

Table Information	
Table ID:	<input type="text" value="5"/>
Table Name:	<input type="text" value="Edison Thomas Timeline"/>

5. Edit the table with your data

- a. Do not alter the first row (column headers)

Table Contents					
	A	B	C	D	E
1	<input type="checkbox"/> Time Code	<input type="checkbox"/> Item	<input type="checkbox"/> Annotation Description	<input type="checkbox"/> Annotation Significance	<input type="checkbox"/> Additional Comments
2	<input type="checkbox"/> 2:35	<input type="checkbox"/> I'm changing the text in these table cells	<input type="checkbox"/> Click them	<input type="checkbox"/> Delete the current text	<input type="checkbox"/> and add your own!
3	<input type="checkbox"/> 3:35	<input type="checkbox"/> video 2	<input type="checkbox"/> test	<input type="checkbox"/> test	<input type="checkbox"/> test
4	<input type="checkbox"/> 1:45	<input type="checkbox"/> video 3	<input type="checkbox"/> Lorem ipsum dolor sit amet,	<input type="checkbox"/> Lorem ipsum dolor sit amet,	<input type="checkbox"/> Lorem ipsum dolor sit amet,
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. If you need more rows, the ability to add them can be found under “Data Manipulation”

Add row(s)

- c. Don't worry about “Table Styling Options” or “DataTables JavaScript Features” if you aren't feeling adventurous. These have already been set to what they should be by default.
- d. When it has the data you would like, click “Update Changes”

6. Navigate the post you would like to add the table to

- a. Click “Posts” on the left Dashboard menu
- b. Click “Edit” under the post

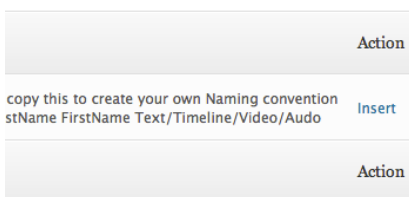
7. Add the table to the post

- a. Click your mouse into the text editor
- b. Click the Insert a Table button (on the far right)



t. Quisque varius felis quis velit

- c. In the window that pops up, click the “Insert” link to the right of your new table



- d. This will insert a small bit of code, such as “[table id=1 /]” into your post. Important: Make sure it is on its own line!

dictum libero sit amet	dictum libero sit amet pretium.
[table id=1 /]	[table id=1 /] This is bad! It should be on its own line! Nur
Nunc ante mauris, pc	eleifend vel, pellentesque et erat. Integer enim nunc, tristique t

8. Save/update your post and view it to make sure it worked